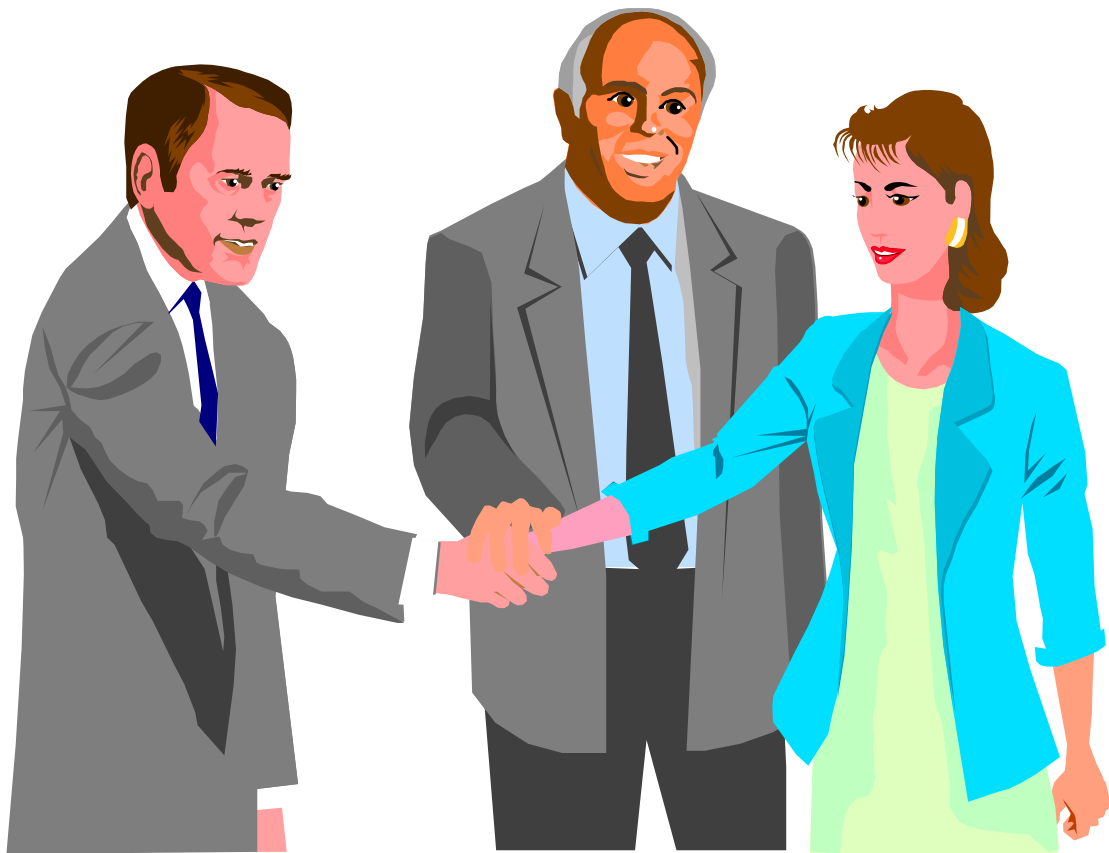


DOING BUSINESS WITH FORT CAMPBELL, KENTUCKY

<http://doc.campbell.army.mil>



DIRECTORATE OF CONTRACTING
2174 13-1/2 STREET
FT. CAMPBELL, KY 42223-5358

REVISED MAY 2005

1. Fort Campbell's role within the Department of Defense/Department of the Army -

a. Fort Campbell is the home of the 101st Airborne Division (Air Assault), 5th Special Forces Group and the 160th Special Operations Aviation Regiment (SOAR). Fort Campbell supports these fine military units, Military Entrance Processing Stations and ROTC activities within its area of responsibility as well as tenant activities on the installation.

b. Mission – Fort Campbell's mission is to support training, mobilization and deployment of mission-ready forces. We provide services, facilities and a safe and secure environment for our soldiers, civilians, retirees and their families while transforming for the future.

2. There are various contracting activities located on and off Fort Campbell that provide purchasing support to the installation:

Army/Air Force Exchange Services (AAFES)
Defense Commissary Agency (DECA)
Non-appropriated Fund Instrumentality (NAFI)
Corps of Engineers (COE)
Southern Region Contracting Center – East (SRCC-E)
Directorate of Contracting (DOC)
US Army Medical Command, Southeast Regional Contracting Office

a. **Army/Air Force Exchange Services (AAFES)**

(1) This agency's headquarters is in Dallas, Texas. Their Central Region serves this area:

AAFES, Central Region
PO Box 660202
Dallas, TX 75266-0202
(214) 312-2011

(2) The local exchange service purchases bread and beverages including beer, soft drinks, and milk. The regional office contracts concessionaire services to include operation of barber, beauty and optical shops.

(3) The local point of contact: Exchange Manager, (270) 439-1846/2860.

b. **Commissary** - The commissary is under the direction of Defense Commissary Agency, Southeastern Commissary Region, Fort Lee, VA 23801.

(1) The commissary region accomplishes consolidated purchasing in an effort to attain the lowest prices possible for commissary patrons. Regional contracts are established for brand name items, milk, ice cream, bread, eggs, etc.

(2) Local charge accounts are established based on repetitive needs as recommended by, and for the use of, the local commissary officer. Cash purchasing procedures are also established for local seasonal items.

(3) Point of contact may be reached at telephone (270) 798-2025.

c. **Non-Appropriated Fund Instrumentality (NAFI).**

(1) There is one central purchasing office, which supports the following NAFI activities.

(a) Clubs - Purchases include food and equipment.

(b) Community Family Activity Services Division - This activity supports the morale and recreational needs of the Fort Campbell community. Purchases are made for the bowling alleys, golf course, etc.

(c) Veterinary Clinic - Purchases include medical supplies and small equipment.

(d) Other activities supported include Billeting, Guest House, Army Community Services, DoD Schools Cafeteria and unit funds.

(2) The dollar limitation for this purchasing office is \$500,000 for services/supplies, \$750,000 for new construction and \$1,000,000 for repair and maintenance of facilities.

(3) Point of contact:

Southeast Regional Centralized Contracting Office (SERCO)(NAF)
Building 5668, Wickham Avenue
Fort Campbell, KY
270-798-6571/6578
Ms. Mary Collins or Ms. Jane Stallons.
Mary.Collins@mwr.campbell.army.mil

d. US Army Corps of Engineers -

(1) The Louisville District Office contracts major construction projects for Fort Campbell:

US Army COE, Louisville District
PO Box 59 (CELRL-CT-C)
Louisville, Kentucky 40201-0059
(502) 315-6209
<http://www.lrl.usace.army.mil>

(2) The Nashville District Office contracts maintenance-type construction projects, Architect-Engineering services as well as major construction projects including recreational areas, dredging, and excavating. The office also handles servicing of recreational facilities and is a center of expertise for environmental projects:

US Army COE, Nashville District
PO Box 1070 (Estes Kefauver Bldg, 801 Broadway)(CELRN-CT)
Nashville, Tennessee 37202-1070
(615)736-7276
<http://www.orn.usace.army.mil>

e. Southern Region Contracting Center – East (SRCC-E) – The SRCC-E is responsible for soliciting and awarding negotiated service contracts exceeding \$500,000, commercial activities and master contracts for the Southern Region of the Army Contracting Agency. The formal stand-up of the new Army Contracting Agency was 1 October 2002. A phase-in period for centralization of contracts is expected. Projects open for bid are listed at their web site at <http://www.forscom.army.mil/aacc/> You may also contact:

Small Business Specialist, (404) 464-2746

f. **Directorate of Contracting (DOC)** - The Directorate of Contracting is responsible for base operations support on Fort Campbell. Anyone wishing to sell to activities on Fort Campbell, conduct demonstrations or provide information on their firm, should contact the DOC. Various telephone numbers and points of contact are provided below.

(1) **The Garrison/Tenant Division** provides acquisition and administration support for all business centers other than the Directorate of Public Works, as well as tenant and satellite activities. Point of contact:

Mrs. Gertrude Colbert, Contracting Officer
Division Chief
(270) 798-7566; trudy.colbert@campbell.army.mil

(2) **The Construction/Engineering Division** acquires and administers construction, services and supply contracts for the Directorate of Public Works. Point of contact:

Ms. Jeanne Shykes, Contracting Officer
Chief, Contract Administration Division
(270) 798-7568; jeanne.shykes@campbell.army.mil

The Task Order Team of this Division processes construction actions between \$2,000 and \$25,000 via master agreements that are paid by credit card. Point of Contact:

Ms. Susan Bell, Contract Specialist
(270) 798-3176; susan.bell@campbell.army.mil

(3) **The Credit Card Team** provides training and oversight of the cardholders and information about the program to vendors. The Government, through the General Services Administration, awarded a contract to provide VISA credit cards to government employees appointed as credit cardholders. The majority of cardholders are authorized to purchase up to \$2500 (micro-purchase threshold) worth of goods and services per transaction (\$2000 for construction). The card is embossed with the cardholder's name and cannot be used by anyone else. The purchases are for official government business only and are tax exempt. Over 95% of micro-purchases at Fort Campbell are processed with the credit card (See paragraph 8). Point of Contact is:

Ms. Donna Kroupa, Agency Program Coordinator
(270) 798-7802; donna.kroupa@campbell.army.mil

(4) The Office of the Director performs management, review and audit functions for the Directorate and provides assistance to small businesses. Points of contact:

Ms. Susan H. Carroll, Procurement Analyst/Small Business Specialist
Ms. Leslie H. Carroll, Director
(270) 798-7813 or (270) 798-7126
susan.carroll@campbell.army.mil or leslie.carroll@campbell.army.mil

g. **Information Technology, E-Commerce and Commercial Contracting Center (ITEC4):** ITEC4 will eventually be responsible for soliciting and awarding contracts greater than \$500,000 for the Army Contracting Agency. As the name implies, the types of purchases will consist of information technology supplies and services and commercial products. The point of contact is:

Stan Daise, (703) 325-3320

h. US Army Medical Command, Southeast Regional Contracting Office:

The Southeast Regional Office contracts for medical/dental supplies and services needed by Blanchfield Army Community Hospital, located on Fort Campbell. The point of contact is:

MAJ Jackard
39706 40th St.
Fort Gordon, GA 30905-5650
(706)787-6793

Information relative to maintenance and construction for Blanchfield Army Community Hospital may be obtained by contacting:

US Army Engineer District, Mobile
ATTN: CESAM-EN-DE
PO Box 2288
Mobile, AL 36628
251-441-5598

3. Electronic Funds Transfer (EFT): Contractors need a bank fully capable of EFT. The Omnibus Consolidated Rescissions and Appropriation Act of 1996 requires the federal government to make all payments to vendors by EFT. There are significant advantages to using EFT for both vendors and the government. For vendors, the most significant advantage is that EFT payments post directly to the vendor's financial institution account in two days or less after the voucher is processed. Payment by EFT is faster and more reliable since the risk of delayed, lost or misrouted checks is eliminated. For the government, cash management is improved, payments are faster, the disbursing process is streamlined and EFT operations are less costly.

4. Central Contractor Registration: You must be registered in the Federal Central Contractor Registration (CCR) in order to obtain contract awards or payments for goods or services provided to the Department of Defense. Information about CCR and registration is available through www.ccr.gov.

5. On-Line Representations and Certifications (ORCA). The site at <http://orca.bpn.gov> allows for submission of required representations and certifications electronically in conjunction with Central Contractor Registration (CCR). Businesses are required to update annually. Offerors shall provide any contract specific representations and certifications and updates as set forth in a specific acquisition.

6. Learning about contracting opportunities.

a. Federal Business Opportunities www.fedbizopps.gov. You can learn about all federal opportunities greater than \$25,000 through this web site. Search options include key words, activity, solicitation number, etc. A direct link to FedBizOps is available from the Fort Campbell Directorate of Contracting home page.

b. Quotes issued electronically by the Fort Campbell DOC can be accessed at the Army Single Face to Industry web site at <https://acquisition.army.mil/asfi>. You may also access this site from "Hot Links" on the Fort Campbell DOC webpage.

c. A variety of electronic means are used for purchases of supplies and services between \$25,000 and \$25,000. These include GSA/E-Buy, combined synopsis/solicitation, and oral quotes. CCR/Dynamic Business Search is a frequently used tool for sources.

d. Subcontracting. Participation as a subcontractor can be profitable if a prime contract job is not desired. When solicitations with subcontracting opportunities have been issued, prospective subcontractors and suppliers may download a copy of the list of plan holders. The list will provide names and addresses of firms expected to bid as prime Contractors. You may also view current contracts on our web site and contact the contractors directly to inquire about subcontracting opportunities.

7. Small and Small Disadvantaged Business Utilization:

a. It is the Government's policy and commitment to make maximum utilization of, and place a maximum amount of contracts with small and small disadvantaged businesses.

b. Small Business Specialists are appointed by each of the services to assist in carrying out Government policy and commitment to small and small disadvantaged businesses. Among the Small Business Specialist's responsibilities are the following:

(1) Maintain a program to locate small and small disadvantaged businesses for current and future acquisitions;

(2) Coordinate inquiries and requests for advice from small and small disadvantaged businesses;

(3) Screen solicitations to ensure that set-asides are utilized where possible;

(4) Ensure that specifications are adequate for small and small disadvantaged business bidding, as appropriate.

The local Small Business Specialist is Susan Carroll, Office of the Director. She can be reached at (270) 798-7813.

c. Size Standards. The Small Business Administration (SBA) is responsible for establishing size standards for determining whether a business is small on any particular type of solicitation. The standards are numerous, therefore contacting SBA or the Contracting Office may be necessary for specific application except when dealing with a particular solicitation in which the size standard is always published.

d. Small Business Set-Aside. This means that contractual requirements are restricted in that only small businesses may participate in the bidding. Bids/offers from large businesses are automatically disqualified. In the case of supplies, they must also be manufactured by a small business unless waived by the SBA. All proposed acquisitions of supplies or services with an anticipated dollar value under the simplified acquisition threshold (\$100,000 for Fort Campbell), are reserved for small business provided there is a reasonable assurance that at least 2 responsible small businesses will respond.

e. 8(a) contracting gets its name from the provisions of Section 8(a) of the Small Business Act. This section of the Act provides that preferential treatment be given disadvantaged businesses through Governmental contracting. The management of this program is assigned to the SBA. Interested disadvantaged contractors should access www.sba.gov for further information.

f. The U. S. Small Business Administration provides the following services:

(1) Financial Assistance

- (2) Surety Bond Program.
- (3) Minority Enterprise Program.
- (4) Contracting assistance.
- (5) Management assistance.

The SBA districts serving the Fort Campbell area are:

Louisville District
600 Dr. Martin Luther King, Jr. Place
Room 188
Louisville, KY 40202-2254
(270) 582-5971

Nashville District
50 Vantage Way
Suite 201
Nashville, TN 37228-1500
(615) 736-5881

8. Methods of Contracting. This includes inter-departmental procedures, sealed bidding, negotiations and simplified acquisition procedures.

a. Inter-departmental procedures. Various government agencies enter into open end or requirements type contracts that may be used by other government agencies. An example of this type of contract is the Federal Supply Schedule contracts that are entered into by General Services Administration (GSA) with various manufacturers and service providers. Schedule contracts are awarded for products such as tires and tubes, office equipment, communications equipment, athletic equipment, etc. Those representing major manufacturers that have this type of contract with GSA should inquire as to the possibility of being the local distribution point for government orders. You can obtain more information at www.gsa.gov. Local GSA representative may be contacted at 931-431-4849.

b. Sealed Bidding. Where requirements are greater than \$100,000, formal procedures for competitive bidding may be used. A solicitation is issued for the government requirement, with a specific date and time set for opening bids. Bids are read publicly at that time to all in attendance at the opening. Evaluation is then conducted for determining the low responsible and responsive bidder. It is important prior to bidding to ensure the established performance time may be complied with, as well as assuring sufficient capability and capacity to perform at a reasonable price. Be sure to bring to the attention of the contract specialist handling the action (identified in the solicitation) any specification errors or ambiguities, as well as any other problem areas, prior to the bid opening for written clarification/correction as necessary. Official changes are made in the form of an amendment to the solicitation.

c. Negotiation. Requirements in excess of \$100,000 may be handled by negotiation. Negotiation procedures permit discussion and award to the proposal offering the best value (rather than low price) to the government. Certain rules for handling a negotiated action are as follows:

(1) Requests for Proposal are issued and will require offerors to submit technical, past performance and/or price proposals. No public bid opening is held; proposals are received prior to a cutoff date, and no information is disclosed publicly regarding the contents of the proposals. Proposals are evaluated, to include discussions and/or negotiations, and best and final offers are requested as appropriate.

(2) Post-Award notices are forwarded in writing to unsuccessful offerors. Unsuccessful offerors are debriefed upon their written request and are informed of significant weak or deficient factors in their proposal. There is no discussion of, or comparison made with, other

offerors' proposals, and none of the items discussed in debriefings are relayed to any other offerors. The debriefing also includes the basis for the selection decision and contract award.

d. Simplified Acquisition Procedures (SAP). These procedures may be used to purchase supplies/services/construction requirements under \$100,000. Generally, requests for quotations (quotes) are used to acquire these requirements. The process is less formal and time consuming. Award need not be to the lowest price but can also take into consideration past performance and other factors. The request for quotation will advise vendors of the evaluation factors

(1) Blanket Purchase/Master Agreements are established based on recurring needs and acceptance of this method by various suppliers. Authorized Government personnel may place calls for delivery against the account. Generally, credit card calls will be the method of payment against the agreement.

(2) Credit Card (VISA) purchases are a method of purchase which allow selected individual's outside the Directorate of Contracting to place orders for needed supplies and services under \$2,500.00, or construction under \$2,000. The card is issued in the individual's name, but the government pays the credit card bill. The use of the card is basically the same as an individual credit card, and is designed to speed up receipt of low dollar requirements and expedite payment to vendors. The Ft. Campbell Directorate of Contracting webpage also provides a link to the credit card program and provides information on mandatory sources of supply: 1) Government Supply System; 2) Eagle Mart (NIB/NISH/JWOD); 3) Mandatory BPAs for office supplies. Additional information may be found at <http://www.jwod.gov/jwod/participate/distributors.html>

(3) Purchase Orders. When the above two procedures are not applicable, individual purchase orders are written.

9. In summary, Fort Campbell is dependent upon businesses for its support. The following elements are important:

a. Indicate interest by contacting the Directorate of Contracting and keeping that office current as to the products or services offered by your business.

b. Get on-line. The government is doing most of its business electronically and is moving toward "paperless" procurement. Your opportunities will be limited if you're not electronically capable. Register for notifications in Fedbizopps and continually check that web site.

c. Properly prepare bids or proposals. Be timely with response.

d. Diligently perform those contracts awarded in a timely, professional manner. Past performance will be a major evaluation factor in negotiated contracts.

10. Webpage at <http://www.sellingtoarmy.com> identifies 13 steps in “Doing Business with the Army”. This site identifies basic questions which a vendor should be able to address in preparation for doing business with the Army.

- Do you have a CAGE code or DUNS number?
- Do you know which division of Army would buy your product or services?
- Can you accept our purchase card?
- Have you researched your customer?
- Have you registered in the Central Contractors' Register database?
- Do you seek additional assistance in the Defense marketplace?
- Have you investigated other Small Business Administration (SBA) resources?
- Are you pursuing Subcontracting Opportunities?
- Have you investigated Federal Supply Schedules?
- Are you familiar with contracting regulations and procedures?
- Have you marketed your firm?
- Do you monitor the Fedbizopps?

11. Other web pages for valuable information:

Download “How To Do Business With The Military” and “DoD Small Business Specialists:”
<http://www.acq.osd.mil/sadbu/publications/index.htm>

How to obtain A GSA contract: <http://www.gsa.gov> “Getting on Schedule”

Small Business Administration (for information on the 8(a) Program, certifications as HUBZone or SDB, financial assistance, etc): www.sba.gov

Veteran-owned Small Business program: www.acq.osd.mil/sadbu/programs/veterans/index.htm

Assistance for women-owned businesses: <http://www.womenbiz.gov>

Hubzone Small Business program: www.sba.gov/hubzone and
www.acq.osd.mil/sadbu/programs/hubzones/index.htm

SMALLBIZ Mall, profile and contracts for small business IT companies: <http://www.gsa.gov/gwacs>

DOD Email: www.email.dla.mil

The site at www.business.gov provides a one-stop portal to help small businesses deal with legal questions, such as what permits are necessary at the federal, state and local levels to start a business. Some of the topics include:

- Launching a Business
- Managing a Business
- Growing a Business